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Department of Commerce & Management

Certificate Course on Entrepreneurship Development

Curriculum

2020-21

This course is aimed at imparting skill and knowledge to second year BCom/BBA students as part of a skill enhancement programme.

Course Title	**Entrepreneurship Development**
Course Code	**BC/BB CC002**
Course Objectives	1. To develop idea about the concept Entrepreneurship 2. To identify and develop the entrepreneurial talents of the students. 3. To encourage innovative business ideas in the emerging scenario. 4. To impart ability for taking up self-employment activities in the interested areas of agriculture / service / manufacturing/ trade/ business after their graduation.
Course outcomes	1. To help the development of confidence and entrepreneurial skills among students. 2. To make them capable of identifying different innovative business opportunities in the emerging scenario. 3. To encourage them to start and manage their own ventures as per their ideas.

SYLLABUS

SL No.	Course Content	Learning hours (36 hours)	Mode of Delivery	Evaluation Method
1	**MODULE -1** **Introduction to Entrepreneur and enterprise** -Meaning and features of entrepreneur -Qualities of successful entrepreneur -Types of Entrepreneur	6hrs	Lecturing	Question answer session

2	**MODULE -2** **Procedures for starting enterprise in different forms** -Procedure for starting SSI and micro unit -Procedure for starting a) company form of organization b) Partnership form c) LLP form d) Co-operative society form	**10hrs**	**https://www.youtube.com/watch?v=neC48rXtJ54** **&** **Lecturing**	**Question answer session**
3	**MODULE-3** **Scope of Entrepreneurship and enterprise in developing economy like India** -Importance of Entrepreneurship in developing economy -Infrastructural facilities required for Entrepreneurial development - Name of institutions supporting Entrepreneurial development	**10 hrs**	**Lecturing**	**Test**
4	**MODULE -4** -Project on business plan with unique ideas	**10 hrs**	**Presentation**	**Viva- voce**

SUMMATIVE EVALUATION:-

A practical examination for a period of 2 hours will be conducted and will be valued at a 5 point grading system.

Mrs. Rajalakshmi Sudev
COURSE COORDINATOR

Dr. Sr Shiny George
PRINCIPAL

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Department of Commerce & Management Studies
Curriculum
Certificate course on Basic Accounting Skills
2020-21

Course Title	**BASIC ACCOUNTING SKILLS**
Course Code	**BC/BB CC001**
Course Objectives	1. It aims to impart knowledge on the principles and basic concepts of accounting. 2. To develop basic knowledge on Computerized accounting 3. To acquire a deeper understanding of accounting. 4. To develop skill on preparation of financial statements
Course outcomes	1. It helps the students to improve their knowledge in accounting concepts and principles. 2. It will be possible for students to use the principle and concept of double entry bookkeeping in practice. 3. Students acquired skill on problem solving.

SYLLABUS

SL No.	Course Content	Learning hours (36 hours)	Learning Sources	Mode of Delivery	Evaluation Method
1.	**MODULE 1** INTRODUCTION TO ACCOUNTING Basics of Accounting	5		Lecturing	Test paper

2.	**MODULE 2** THEORY BASE OF ACCOUNTING Accounting concepts and principles, types of accounting	5	Financial Accounting- Paneerselvam	Lecturing	Test paper
3.	**MODULE 3** ACCOUNTING PROCESS Double entry system of Bookkeeping; Journalizing; Ledger posting; Preparation of Trial Balance	10		Lecturing and solving practical problems	Test paper and Assignments
4.	**MODULE 4** FINANCIAL STATEMENTS Trading Profit and Loss account; Balance sheet; Adjustments regarding financial statements; Preparation of Final Financial Statements	12		Activity oriented problem solving	Question answer session
5.	**MODULE 5** COMPUTERISED ACCOUNTING Advantages and disadvantages; Computerized accounting v/s Manual accounting	4		Lecturing	Question answer session

SUMMATIVE EVALUATION:-

A practical examination for a period of 2 hours will be conducted and will be valued at a 5 point grading system.

Mrs. Regina Jagannath V
Course Coordinator

Dr. Sr Shiny George
Principal

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Department of English

Curriculum

Online Certificate Course in Historicity of English Literary Periods

Academic Year 2020-2021

Course Coordinator:Mr. Shailesh Mathews Course Code: ENGCC08

Course Description

The course is designed in order to provide the students of English literature a profound understanding of the various literary periods and their relevance in understanding the literary products and authors throughout the development of English Literature.

Objective of the Course:

- Torch every nook & corner of English literature.
- Creation of a Chronological conscience of literary events.
- Make them grasp the socio- cultural background of every literary event.
- Enhance interest in English cultural repertoire.

Course Outcome

Students will analyse and interpret works of literature in more than one scenario based on historical frameworks, by drawing complex connections between texts and their historical contexts, cultural environments, and literary histories.Students will have an excellent knowledge in different fields within the discipline, including literature, literary history, criticism and theory, the lexicon &language structures of English and the history of the English language.

Teaching Method

The classes are held based on lectures /presentations/ assignments/ writing exercises/Videos/Audios and group discussions.

Course Duration: 30 hours

Evaluation Method: Total Marks 50: Practical and Written Test.
Certificates duly signed by the authority concerned will be issued to the students after the examination .A minimum 20 marks for presentation is compulsory for a pass in the course.

Grading Pattern

41-50	:	A
31-40	:	B
20-30	:	C
Below 20	:	D

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Course Description

Expand students' awareness of "Englishness "beyond kings, castles and customs and promote intercultural awareness by direct encounters with English literary world since they will be exposed to every English aspect.Students will use literature and expose their knowledge not

Arrival of St Augustine-Arrival of Danes -Arrival of Normans-Norman kings- English Feudalism- doomsday book-Thomas bucket-Crusades- Richard the lionheart-Magna Carta

MODULE 1

Late medieval England- socio political & cultural elements- Middle English literature (1066–1500)-English Renaissance- socio political & cultural elements- Renaissance literature- (1500–1660) First printed book of England-Pastoral Literature-English Ode-English epics- Satire – Thomas Moore.- Elizabethan literature-William Shakespeare-Life-Main works – Critics-Influence

MODULE 2

England under strut king- socio political & cultural elements-Restoration literature (1660–1700)-John Milton – John Bunyan -John Dryden- Francis bacon -Puritan literature-Georgian England – socio political & cultural elements-8th century literature (1700-1798)- Romantic literature (1798–1837)

MODULE 3

Victorian England- socio political & cultural elements-Victorian literature (1837–1901)-Modern Post–modern literature (1901–2000)

Reference:

Churchill.WJ. A History of the English Speaking People, Bloomsbury Publishing,2015
Cantor,Norman.The English, Simon & Schuster; 1958
Elton.England under Tuders, Routledge, 1991
Bainton.R H.Reformation of the Sixteenth Century. Beacon Press,1956

Mr. Shailesh Mathews

Course Coordinator

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Dr. Sr. Shiny George

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Department of English

Curriculum

Online Certificate Course in English for Competitive Examinations

Academic Year - 2020-2021

Course Coordinator: Mrs. Jemcy Johnson . A **Course Code:** ENGCC04

Course Description:

English is an important part of major competitive and government examinations. Most of the aspirants fail to score from this part, only because of lack of correct orientation. Hence, a well-structured practice and preparation in this area will definitely determine the success.This course will provide the students with the important topics in general English for competitive examinations. Aspirants will get practice on both objective and descriptive types of questions. Interview Skills will be an additional advantage of this course . With sections on grammar, vocabulary, reading and writing, this online course guarantees improvement in language proficiency of each and every student.

Course Objective

- To spread awareness about competitive examinations among the students and to create and sustain their interest in the respective field.
- To introduce the students about the nature of English syllabus in different competitive examinations.
- To provide the basic knowledge of necessary English in different competitive examinations.

Course Outcome:

- On completion of this course the students are expected to master the correct usage of essential English grammar in competitive objective type as well as descriptive examinations.
- The students will have better confidence in their English grammar.

Teaching Method:

The classes are held online and will consist of online lectures/presentations/videos/audios and group discussions.

Course Duration : 30 Hours

Evaluation Method: Total Marks 50: Viva voce (20) and Written Examination (30)

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Certificates duly signed by the authority concerned will be issued to the students after the examinations.

A minimum of 8 for viva voce and a minimum of 12 for written examination is compulsory for a pass in the online course.

Marks/Grades

Grading Pattern: 41-50: A

31-40: B

21-30: C

Below 20: D

Semester/Class in which the course is to be taught: first year MA English (2020-22)

Course Summary: 3 Modules consists of 10 hours

Course Details:

Module 1 – Grammar
Parts of Speech-Agreement of Verb and Subject-Articles - The Definite and the Indefinite Articles-Confusion of Adjectives and Adverbs-Comparison of Adjectives-Adverbs and Position of Adverbs-Uses of Primary and Modal Auxiliary Verbs-Prepositions -Conjunctions and interjections.-Infinitive and Gerunds

Module 2 – Vocabulary and Writing
The Use of Correlatives-.Direct and Indirect Speech-.Active and Passive voice-.Tag Questions-Singular & Plural, Change of Gender, Collective Nouns-.Word formation from other words and use of prefix or suffix-Compound Words-.Synonyms and Antonyms-.Phrases-.Idioms

Module 3 – Practices

Reading Comprehension-Sentence Framing, Correction and Improvement-Error Spotting-Fill in the Blanks-.Jumble Words-Paragraph Completion-Spelling Tests-One Word Substitutes -Group Discussion – Practices- Interview Orientation

Reference:

Concise English Grammar. V.K. Moothathu, Oxford University Press,2012
Guide to patterns and Usage in English. Second Edition. A.S. Hornby, Oxford University Press,1997
Practical English Usage.Michael Swan,Oxford University Press,2017

Mrs.Jemcy Johnson A
Course Coordinator

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Principal

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Department of English

Curriculum

Online Certificate Course in Writing for the New Media

Academic Year 2020-2021

Course Coordinator: Mr. Rahul K. K Course Code : ENGCC03

Course Description

It is a course designed to enrich the students' knowledge of Writing for the New Media. As the New Media has become an inevitable part of modern digital life, an updated and healthy knowledge of the aspects and practices of New Media would surely equip the students to use them judiciously in their lives and in others lives.

Course Objectives:

- To equip the students with extra skills in using the New Media judiciously
- To Prepare the students competent in applying the latest IT information for everyday use.
- To tap the unexplored potential of the New Media .

Course Outcome

On completion of this course the students are supposed to have gathered sufficient in-depth knowledge about the New Media and its practices and growth prospects.

Teaching Method

The classes are held online and will consist of online lectures /presentations/ Videos/Audios and group discussions.

Course Duration: 30 Hours

Evaluation Method: Total Marks 50: Viva voce 20 and written examination 30.

Certificates duly signed by the authority concerned will be issued to the students after the examination .A minimum of 8 for viva voce and a minimum of 12 for written examination is compulsory for a pass in the online course.

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Grading Pattern

41-50	:	A
31-40	:	B
20-30	:	C
Below 20	:	D

Semester/Class in Which the Course Is to Be Taught: Second Year BA English (2019-22)

Course Summary: 3 Modules consists of10 hours (3x10=total 30 hours)

Course Details:

Module 1: New media an Introduction :History, Characteristics, of New media journalism, new media Types- websites, blogs, social media; Scope. (10 Hours)

Module 2: Writing for New Media: Web writing, Blogging, Technical Writing, Copywriting, Caption writing/ Content writing, Profile writing, Digital Correspondence. (10 Hours)

Module 3: Editing for New media: Editing requirements: content, conciseness, clarity, and layout; Online headlines, Website design. (10 Hours)

Reference:

Mass Communication Principles and Concepts, Seemahasan,CBS Publishers & Distributors Pvt Ltd, 2013

Mr. Rahul K. K

Course Coordinator

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Department of English

Curriculum

Online Certificate Course in Phonetics for Beginners

Academic Year-2020-2021

Course Coordinator: Sr. Nisha Pappachan Course Code :ENGCC07

Course Description

It is a course designed to provide the students with introductory knowledge of phonetics before they start the study as part of their regular syllabus. As the majority of students in Degree classes are from Malayalam medium , phonetics is a real challenge for them.

Course Objective:

- To introduce the students to basic phonetics of English
- To familiarize the students with correct pronunciation and phonetic transcription.
- To reduce the negative transfer of students and refine their pronunciation.

Course Outcome

On completion of this course the students are supposed to have gathered sufficient in-depth knowledge about the English phonetic system and they can confidently pursue their studies in the regular University syllabus. They will be able to understand different accents in English.

Teaching Method

The classes are held online on an hourly basis and will consist of lectures /presentations/ Videos/Audios and group discussions and practice sessions.

Course Duration: 30 hours

Evaluation Method: Total marks 50: Viva voce 25 and written examination 25.

Certificates duly signed by the authority concerned will be issued to the students after the examination . A minimum of 10 for viva voce and written examination is compulsory for a pass in the online course.

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Grading Pattern

41-50	:	A
31-40	:	B
20-30	:	C
Below 20	:	D

Semester/Class in Which the Course is to Be Taught: First Year BA English (2020-2023)

Course Summary: 3 Modules consists of 10 hours (3x10=total 30 hours)

Course Details:

Module 1: Introduction to Phonetics: Importance of Phonetics. Spelling and Sound Inconsistency in English Language. Regional Variations of English sound system.(10 Hours)

Module 2: Introduction to the phonetic Symbols: IPA :Vowels and Consonants. Details of Phonetic Symbols in English language: Familiarization of Phonetic symbols through Oral and Written Drills. (10 Hours)

Module 3: Transcription Practices. Oral and Written Drills. Listening Drills and transcription. Audio/ Video based listening and transcription practises. (10 Hours)

Reference:

Balasubramaniam.T. *A TextBook of English Phonetics for Indian Students.* Laxmi Publications, 2017

Sr. Nisha Pappachan

Course Coordinator

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Department of Commerce & Management

Curriculum for Certificate Course on Successful Negotiation Skills
2020-21

Course Title	Successful Negotiation Skills
Course Code	MC/BB CC 001
Course Objectives	• To help the students get an idea how to negotiate • To understand the best practices while negotiating • To help analyze various factors before going for negotiation • To help prepare the negotiation questions
Course Outcomes	At the end of the course, students will be able to : • To show more negotiation power • Showcase better performance while negotiating • Identify and improve the skills required for negotiation • Determine the types of questions likely to be asked during negotiation process

Syllabus

Sl. No.	Course Content	Learning hours (36 hours)	Mode of Delivery	Evaluation Method
1	**Session 1: Planning Your Strategy** • Analyzing the Negotiation • BATNA in a Dispute	12 hours	Lecturing and discussion	Checklist of Ethical Standards and Guidelines

	• Use of Decision Trees • Cross-Cultural Negotiations • How to Handle Ethical Issues			
2	**Session 2: Using Key Tactics for Successful Negotiation** • Using Power in Negotiations • Introduction to Psychological Tools • Overconfidence handling • Developing Your Negotiating Power	16 hours	Lecturing and discussion	Checklist of Psychological Tools
3	**Session 3: Create a Contract** • Perspectives on Contracts • Sources of Contract Law • Business vs. Legal Objectives in Contracting	8 hours	Lecturing and group activity	Contract Law Checklist

SUMMATIVE EVALUATION:-

A practical examination for a period of 2 hours will be conducted and will be valued at a 5 point grading system.

Ms. KRITHIKA MADAMBATH

COURSE COORDINATOR

Dr. Sr. SHINY GEORGE

PRINCIPAL

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Department of Commerce & Management

Curriculum for Certificate Course on Communication Skills
2020-21

Course Title	Communication Skills
Course Code	MC/BB CC 002
Course Objectives	• To help the students understand the communication process • To guide the students in identifying their strengths and weaknesses • To prepare the students for oral presentation • To make the students understand effective business communication techniques
Course Outcomes	At the end of the course, students will be able to : • Display improvement in academics • Showcase an enhancement in the confidence levels • Development of interpersonal skills • Tackle challenging situations

Syllabus

Sl. No.	Course Content	Learning hours (36 hours)	Mode of Delivery	Evaluation Method
1	**Session 1: Basics of Communication** • Importance • Elements • Perspectives	4 hours	Lecturing and discussion	Role play

2	**Session 2: Verbal Communication** • 7Cs of communication	4 hours	Lecturing and discussion	Role play of a phone conversation
3	**Session 3: Non-Verbal Communication**	8 hours	Lecturing and group activity	Role play
4	**Session 4: Pronunciation**	4 hours	Lecturing and group activity	Listening & speaking exercise
5	**Session 5: Communication styles**	4 hours	Lecturing and discussion	Observing & sharing communication styles
6	**Session 6: Refusal skills** • The AEIOU model	4 hours	Lecturing and group activity	Active interaction
7	**Session 7: Writing skills**	4 hours	Lecturing and discussion	Reading comprehension, rewriting, writing exercise
8	**Session 8: Greetings, Introduction & Asking questions**	4 hours	Lecturing and discussion	Role play – formal & informal greetings

SUMMATIVE EVALUATION:-

A practical examination for a period of 2 hours will be conducted and will be valued at a 5 point grading system.

MS. KRITHIKA MADAMBATH

COURSE COORDINATOR

DR. SR. SHINY GEORGE

PRINCIPAL

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Department of Business Economics

Curriculum

Certificate Course in Advanced Population Economics

Course Coordinator: Mr. Jithin K Thomas **Academic Year: 2020-21**

Course Description

The course will introduce students to the analysis of the economic consequences of demographic change; emphasis will be placed on analytical techniques drawn from demography as well as economics.

Course Objective:

1. Explain demographic changes in the world and their major determinants;
2. Apply demographic concepts and population theories to explain past and present population characteristics;
3. Evaluate the use of demographic concepts and population theories to understand contemporary socio-economic issues and current affairs; and
4. Assess the relationship between demographic change and policy.

Learning Outcomes:

At the end of the course the students will be able to:

1. Examine the difference between demography and population studies
2. Explain the various concepts of Demography
3. Analyze the relationship between Population growth and Economic development
4. Compare population data across different countries.
5. Evaluate the Population Policies

Module 1

Basic Concepts, Indicators and Theories: Meaning and Scope of demography, Population and Economic Development; Vital Rates – Fertility, Mortality, Age Pyramids, and Life Tables; From Development to Population; Historical Trends; Adjustment of Birth and Death Rates; Household

Choice Models; From Population to Development; Malthusian View; Growth Impact; Population and Environment; Population and Innovation; Markets and Inputs.

Module 2 Population and Population Policy in India: Major demographic features of India's population – Spatial, Age, Sex, Structure of Indian Population; Birth rate, Death rate, Life Expectancy & Infant Mortality; Trends & Patterns; Evaluation of family welfare programmes in India

Module 3 Ageing and Demographic Change: Ageing Process, Ageing around the world, The impact of demographic changes, The changing balance of age groups, Social, Economic, and Demographic Changes among the Elderly, Dependency ratio, Generational accounting and Pensions crisis; Social Groups and Family Size.

Module 4

The causes of population change: Fertility, Mortality, and Migration,Behavioral and more individual aspects of population, with an emphasis on micro-economic models, Family units and Marriage,Fertility, Immigration Causes, Immigration Consequences , Health and mortality

References

1. Bogue, D.J. (1971), Principles of Demography, John Wiley, New York.
2. Bose, A. (1996), India's Basic Demographic Statistics, B.R. Publishing Corporation, New Delhi
3. Choubey, P. K. (2000). Population Policy in India. New Delhi: Kanishka Publications.
4. Dandekar, V.M. (1998). Population Front of India's Economic Development. Economic and Political Weekly. 22(17): 837-842.
5. Novell, C. (1988), Methods and Models in Demography, Bellhaven Press,London.
6. Simon, J. L. (1992). Population and Development in Poor Countries. Princeton: Princeton University Press.
7. Srinivasan, K. and A. Shariff (1998), India: Towards Population and Demographic Goals, Oxford University Press, New Delhi
8. Srinivasan, K., (1992) Basic Demographic Techniques and Applications, Sage Publications, New Delhi.

Mr. Jithin K Thomas

Course coordinator

Dr. Sr. Shiny George

Principal

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Department of Business Economics

Curriculum

Certificate Course in Inferential Statistics

Course Coordinator: Dr. Vineeth Mathew **Academic Year: 2020-21**

Course Description

Data science has created a widespread impact across various sectors. In areas like healthcare, education, security, sports, energy, and science, the application of data science has created a lot of opportunities for innovation and improvement. Scientific studies rely on data sets to measure and analyze scientific goals, for example, healthcare recommendations, identifying and predicting diseases, personalized healthcare support via AI and machine learning, etc.

Course Objective

- Understand the fundamentals of statistics.
- Learn how to work with different types of data.
- How to plot different types of data.
- Calculate the measures of central tendency, asymmetry, and variability.
- Calculate correlation and covariance.
- Distinguish and work with different types of distributions.
- Perform hypothesis testing.

Learning Outcomes

After completion of the course, the student will be able to differentiate, utilize and apply statistical description and inference to applied research in social sciences or other disciplines, understand and be able to utilize various forms of charts and plots useful for statistical description, understand and utilize the concept of statistical error and sampling distribution.

Teaching Method

The classes are held on an hourly basis and will consist of lectures/presentations/videos and group discussions.
Course Duration: 40 hours (Minimum 30 hours of attendance is mandatory)
Evaluation Method: Total marks 50: Viva voce-30 Marks and Assignment 20 Marks.

Certificates duly signed by the authority concerned will be issued to the students after the course. Certificates will be issued to those students who have attended the viva voce examination and submitted the assignments.

Semester/Class in Which the Course is to Be Taught: Third Year BA Economics (2020-21)

Course Summary: 4 Modules having a duration of 40 hours.

Course Details:

Module 1

Introduction to Statistics: Introduction to Statistics, Importance of Statistics in modern business environment. Definition of Statistics, Scope and Applications of Statistics Characteristics of Statistics, Functions of Statistics, Limitations of Statistics, Statistical Software's. Classification, Tabulation and Presentation of Data -Measures of Central Tendency and Dispersion

Module 2

Estimation: Introduction , Reasons for Making Estimates , Making Statistical Inference, Types of Estimates - Point estimate - Interval estimate , Criteria of a Good Estimator – Unbiasedness – Efficiency – Consistency – Sufficiency, Point Estimates ,Interval Estimates, Case study on calculating estimates - Making the interval estimate Interval Estimates and Confidence Intervals - Interval estimates of the mean of large samples - Interval estimates of the proportion of large samples - Interval estimates using the Student's 't' distribution , Determining the Sample Size in Estimation

Module 3

Testing of Hypothesis in Case of Large and Small Samples: Introduction – Large Samples – Assumptions , Testing Hypothesis - Testing of Hypothesis in Case of Small Samples - Introduction – small samples, 't' Distribution , Uses of 't' test Chi – Square Test- F – Distribution and Analysis of Variance (ANOVA)

Module 4

Classification – Coding – Tabulation – Summarization – Univariate, Bivariate and Multi variable methods - Tools of Analysis – Descriptive Analysis – Inferential analysis, Process of measurement – Attitude Measurement – Scaling - Scaling Techniques – Graphic Rating – Likert – Thurstone.

References

1. Freedman, David, Robert Pisani, & Roger Pervis (2007). Statistics. New York: W. W. Norton.
2. James, Gareth, Daniela Witten, Trevor Hastie, & Robert Tibshirani (2013). An Introduction to Statistical Learning: With Applications in R. New York: Springer.
3. Kabacoff, Robert (2015). R In Action: Data Analysis and Graphics with R. Shelter Island, NY: Manning Publications Co.
4.Malcolm O. Asadoorian,Demetri Kantarelis,Essentials of Inferential Statistics.

Dr. Vineeth Mathew

Course coordinator

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Dr. Sr. Shiny George

Principal

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PG DEPARTMENT OF SOCIAL WORK
CERTIFICATE COURSE ON
TEAMWORK SKILLS FOR SOCIAL WORK PRACTISE
CURRICULUM

Course code :SWCC10 **Year:2020-21**
Course Coordinator: Mrs. Rajasree V **Hours: 36 hrs**

Course Description
For being into professional social work practice the trainees need essentially a good teamwork skill as well as proper communication skill too. This course helps make better decisions, be more creative and innovative, gain conflict management and negotiation skills to channelize difficult group members, improve group communication in virtual environments, develop a better understanding of human interactions, and work towards building an effective team. The course intends to help the student to build such skills of team or group formation, communication among the members as well as resolve conflicts and differences among the team members.

Lesson Outcomes
On completion of this course students will develop skills pertaining to team building, decision making within the team, conflict management at various levels and also negotiation skills.

Pedagogy
The focus of the current course will be to help MSW students learn practical skills through exploring various areas of life and its different options. The focus will be to develop practical skills of team building, communication or interaction within the team, conflict management. Live classes and webinars will be provided as a part of the training sessions.

Course Evaluation
After the completion of all the modules, the students shall be given an assignment on practical aspects of teamwork skills. A student has to secure a minimum of C grade and above to pass the examination. The total weightage of the exam will be 30. A student has to attend the course for a minimum 30 hours to receive a certificate of completion.

Grading Pattern

4.25-5.00	: O
3.75-4.24	: A+
3.25-3.74	: A
2.75-3.24	: B+
2.25-2.74	: B
2.00-2.24	: C
Below 2	: F

SYLLABUS

Module 1- Communication: Theories and models of communication, comparison of the conventional models of communication with modern kinds, complex nature of human interaction within a group. Group communication; context, systems and institutions, and design.

Module 2- Group development and decision making: The different stages of group formation, groups developing their norms, new role plays inside groups etc. are covered in the module. Different models of such group development processes are learned and compared.

Module 3- Conflict, diversity, and negotiation: The students learn various situations leading to a group conflict and differences between team members. The importance of differences, diversity among team members is studied in this module.

Reference:

1. Mohan K, Banerji M, Developing Communication Skills, , Macmillan Publishers India Ltd.

2. Benson, Jarlath B (2001), Working more creatively with groups, Routledge, New York.

3. Stogdon C and Kitleley R (2010) Study skills for social workers,Sage Publications.

4. Mackall D. Dandy (2004) Teamwork Skills, Infobase Publishing

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PG DEPARTMENT OF SOCIAL WORK
CERTIFICATE COURSE ON
PUBLIC RELATION SKILLS FOR SOCIAL WORK STUDENTS

CURRICULUM

Course Code: SWCC09 **Year : 2020-2021**
Course Coordinator: Mr. Akhil Varghese **Hours : 36 Hrs**

Course Description

This is an introductory course for students aiming to pursue Public Relation Skills. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics and there are vast opportunities opened in PR roles. Considering this demand, this course is outlined to equip the learners with public relation skills. The goal of the course is to teach these skill and knowledge to the budding Social workers for their professional growth and also to explore the career opportunities in PR. A good knowledge in PR and PR skills is an additional benefit for MSW graduates in their professional growth.

Lesson Outcomes

On completion of this course students will develop knowledge and skills on Public Relations, PR roles and functions, Public relation as Profession etc.

Pedagogy

The focus of the course will be to help MSW students learn PR skills through exploring various aspects of public relations management. The focus will be to develop professional skills to work as a PR professional. Live classes and webinars will be provided as a part of the training sessions.

Course Evaluation

After the completion of all the modules, the students shall be given an assignment on PR skills. A student has to secure a minimum of C grade and above to pass the examination. The total weightage of the exam will be 30. A student has to attend the course for a minimum 30 hours to receive a certificate of completion.

Grading Pattern

4.25-5.00	: O
3.75-4.24	: A+
3.25-3.74	: A

2.75-3.24 : B+
2.25-2.74 : B
2.00-2.24 : C
Below 2 : F

Certificate

On successful completion of the assignments, the students shall be provided with a certificate authenticated by the college.

SYLLABUS FOR THE CERTIFICATE COURSE

MODULE I- Public Relations: Definition, its nature and Importance. Origin and growth of PR in the world and India. Types of Public Relation, Principles of Public Relations.

MODULE II- Functions and Models of Public Relations: Skills for Public Relations. Process of Public Relations, Tools for Public Relations, PR skills in social welfare administration.

MODULE III- Public Relation Campaigns: characteristics and its importance, Public Relation in various settings and Role of Public Relations Management in an Organization, Duties and Qualities of a Public Relations Officer.

REFERENCES

- Treadwell and Treadwell, (2000). Public Relations Writing: Principles in Practice. Boston MA: Allyn & Bacon.
- Cutlip, S.M., Center, A.H. and Broom, G.M. (1985), Effective Public Relations, 6th ed., Englewood Cliffs, NJ.
- Cutlip, S., Center, A., & Broom, G. (1985). Effective public relations (6th ed.). Englewood Cliffs, NJ: Prentice-Hall.
- Seitel, Fraser P. (2000). The Practice of Public Relations. 8th ed. Prentice Hall. University of Stirling, Stirling.
- Ajayi, S. (1989, October 23) Public Relations and Information Management in Nigeria. New Nigerian, P. 20

Mr. Akhil Varghese
Course Coordinator

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Department of Hotel Management

CURRICULUM FOR CERTIFICATE COURSE ON
Sustainable Tourism & Rural Development HMCC-08
(2020-21)

Online Certificate Course

Course Code: HMCC08 **Year: 2020-21**
Course Coordinator: Mr. Jithin Joseph **Hours : 36 Hrs**

Course Description

Tourism activities affect the environment of travel destinations and influence cultures worldwide. Tourism is very sensitive to global transformations such as changing consumer behaviour, economic developments, climate change, epidemics, or acts of terrorism. Tourism is in fact a complex phenomenon.

To explore the development of the tourism phenomenon and begin to build your own reflections on the industry, you'll be exposed to a variety of weekly insights throughout the online course. These include historical backgrounds, a variety of social science approaches, common theoretical constructs, related systematic observations, and exposure to environmental-, social- and economic implications of tourism.

Course Objectives

- To explore the development of the tourism phenomenon
- To build your own reflections on the industry
- To study the developments in tourism and the interrelationships between tourism, the economy, society and the environment

Lesson Outcomes

On successful completion of the course the students will have the skills

- Rethinking the future
- To be able to understand developments in tourism and the interrelationships between tourism, the economy, society and the environment
- You will learn about the different types of sustainable tourism practices, like ecotourism.

Pedagogy

The focus of the current training program will be to help students to develop skills. Live classes, situation handling, ict to improve the teaching process and demonstrations will be provided as a part of the training sessions.

Course Evaluation

After the completion of all the modules, the students shall be given an MCQ based examination and assignment. A student has to secure a minimum pass mark for the examination.

Syllabus

1. **Introduction to Sustainable Tourism & Rural Development.**
2. **Overview of Sustainable Tourism**
3. **Concepts of Sustainable Tourism & Its Development in Local Areas.**

   Evolution, Meaning, Principles, Key Dimensions of Sustainability, Global Warming & Climate Change
4. **Planning of Sustainable Tourism**
5. **The Future of Sustainable Tourism.**

   Approaches of Sustainable Tourism- Standardization and Certification – Alternative Tourism - Responsible Tourism - Collaboration and Partnership - Waste Management – Eco-friendly Practices - Sustainable Tourism and Poverty Alleviation - Pro-poor Tourism and Community Participation

Reference

- Inskeep, E. Tourism Planning: An Integrated and Sustainable Development Approach, New York: Van Nostrand Reinhold.
- Ritchie, J.R. & Crouch, I.G. Competitive Destination –A Sustainable Tourism Perspective, CABI Publishing, UK.
- Mowforth, M. and Munt, I. Tourism and Sustainability. Development and New Tourism in the Third World. Routledge, London

Mr. Jithin Joseph

Course Coordinator

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Department of Hotel Management

CURRICULUM FOR CERTIFICATE COURSE ON
Basics of Cake Making HMCC-07
(2020-21)

Online Certificate Course

Course Code: HMCC07 **Year: 2020-21**
Course Coordinator: Mr. Sudheesh T **Hours : 36 Hrs**

Course Description

This course is designed to provide learners from a wide variety of backgrounds who are interested in obtaining a supervisory position in the hospitality and bakery industry. It builds on the skills, knowledge and practical hands-on techniques gained to produce a range of bakery products to a satisfactory standard across Cake Making.

Course Objectives

- To study how to plan and design a cake
- To study the different methods of making a cake.
- To understand different ways to design a cake.
- To study about the various types of cake

Lesson Outcomes

On successful completion of the course the students will have the skills

- Describe how to plan and design a cake.
- Summarize the best cake decorating recipes.
- Describe the best Cake Making Methods.

Pedagogy

The focus of the current training program will be to help students to develop skills. Live classes, situation handling, ict to improve the teaching process and demonstrations will be provided as a part of the training sessions.

Course Evaluation

After the completion of all the modules, the students shall be given an MCQ based examination and assignment. A student has to secure a minimum pass mark for the examination.

Module I **Cake making- Role of ingredients**

- Flour, sugar, shortening agents and egg, Moistening agents, Fats and oil, Leavening agents

Module II **Cake making methods**

- Sugar better processes, Flour butter processes, Genoise method, Blending and rubbing method
- Cake making with or without oven

Module III **Types of ovens**

- Microwave, Conventional, Temperature for baking different types of cake

Module IV **Common faults in cake baking with their causes and remedies**

Module V **Cake Decoration – Icing and functions of icing and its types**

- Fondant, Butter Cream, Foam type icing, Flat icing, Royal icing

Reference Books

The Thangam Philip Book of Baking, By Thangam E Philip

Basic Baking by Lora Brody

Modern cookery By Thangam E philip

Mr. Sudheesh T

Course Coordinator

Dr. Sr.Shiny George

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DEPARTMENT OF FASHION DESIGNING

CURRICULUM

CERTIFICATE COURSE ON INTELLECTUAL PROPERTY RIGHTS

Course Code: HCFDCCOO6 **Year: 2020-2021**
Course Coordinator: Sr. Maju Thomas **Hours: 36 Hours**

COURSE DESCRIPTION

This course is aimed to provide basic knowledge to the students regarding IPR.On completion of this course students will develop skills to familiarize with various aspects related to IPR, to develop knowledge about patents; they too become aware about the rights given to persons over the creations of their own.

COURSE OBJECTIVE

- To understand the important of IPR for national economy and the research
- To learn about one's rights in areas such as innovation and employment in enterprises.

STUDENT LEARNING OUTCOME

- Better understanding of intellectual property rights
- Ability to identify and protect one's intellectual property.

PEDAGOGY

The focus of the current training program is to help the students learn intellectual property rights and to develop knowledge about patents, copyrights and geographical indications. Live classes and webinars will be provided as part of the training sessions.

COURSE DETAILS

Module I

Basics of IPR: Introduction to IPR, Importance of IPR., Need to protect Intellectual Property. Forgery and Counterfeiting

14hours

Module II

Types of intellectual property rights- Patents- definition, Geographical indications –definition.

11 hours

Module III

Copyright-definition, trademarks – definition, some important examples of IPR.

11 hours

Course Evaluation

After the completion of all the modules, the students shall be given an assignment on IPR. A student has to secure a minimum of D grade and above to pass the examination. The total weightage of the exam will be 30. On successful completion of the assignments, the students shall be provided with a certificate authenticated by the college.

Grading Pattern

90% above: A+, 70-89%: A, 60-70%: B, 50-60% :C, 40-50%: D, Below 40: E

Reference Books:

- Importance of Intellectual Property Rights Written by: Abhishek Joshi, National Law Institute University, Bhopal
- B.L.Wadehra; Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications; Universal law Publishing Pvt. Ltd., India 2000

Sr. Manju Thomas
Course Coordinator

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DEPARTMENT OF FASHION DESIGNING

CURRICULUM

CERTIFICATE COURSE ON FASHION PRESENTATION AND CHOREOGRAPHY

Course Code: HCFDCC001 **Year: 2020-2021**
Course Coordinator: SOLTAN. C **Hours: 36 Hours**

COURSE DESCRIPTION

This course is an overview of the various aspects of the fashion show and importance of showcasing fashion products. The course gives students prospects in the field of lights, stage setting, catwalk, music and choreography based on the theme.

COURSE OBJECTIVE

- To introduce features of the fashion shows - including live shows, theme based shows, with catwalk instructions, sound and light
- To understand the procedure of the Fashion show along with different modes of stage appearance.

STUDENT LEARNING OUTCOME

- Ability to understand various procedures in conducting a fashion show.
- Develop skills to conduct choreography for the Fashion show with the knowledge of lights & sound, music and product and theme.

PEDAGOGY

The focus of the certificate course will be to benefit fashion students' creative skills through understanding and undertaking various areas of the fashion show. Live classes videos, practical sessions, activities and assignments are provided as a part of the course .

COURSE DETAILS

Module I

Introduction to fashion choreography. Different types of fashion shows. Organising Methods in Fashion Shows, Importance of formal Fashion Shows, Fashion Trend Shows, Theme Collection Properties Setting. (12 Hrs)

Module II-

Fashion Choreography, Fashion Ramp and catwalk, selection of music and step according to the show, selection of lights and stage background. The individual trainings and guidance the models on various postures and ramp walk methods, How to be a Fashion Choreographers, Importance of movements and walking

(12 Hrs)

Module III-

Theme Collection Setting , Various Handling techniques of Fashion Stage, Use of Properties , Roles of Show Participants, Fashion Body Movements and eye contacts, Model Selection and choreography, Pattern Setting, Duration Managements practice through live Fashion Shows.

(12 Hrs)

COURSE EVALUATION

After the completion of all the modules, the students shall be given an assignment to conduct a fashion show based on theme. A student has to complete the given assignment in the time period and present to secure a minimum of C grade and above to pass the course evaluation. The total weightage of the exam will be 30.

Grading Pattern

90% above: A+, 70-89%: A, 60-70%: B, 50-60% :C, 40-50%: D, Below 40: E

Reading materials:

- Secrets of Stylists: An Insider's Guide to Styling the StarsBook by Sasha Charnin Morrison.
- The Style of Movement: Fashion & DanceBook by Deborah Ory and Ken Browar

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DEPARTMENT OF FASHION DESIGNING

CURRICULUM

CERTIFICATE COURSE ON COLOUR STUDIES

Course Code: HCFDCC005 **Year: 2020-2021**
Course Coordinator: Ms. Rilji N Rajiv **Hours: 36 Hours**

COURSE DESCRIPTION

Colour attracts attention, creates an emotional connection and leads the consumer to the product. This course will help you understand the importance of colour theories and how to incorporate it in your design process.

COURSE OBJECTIVE

- To encourage the application of colour theories while designing
- To understand how colour influences our psychology.

STUDENT LEARNING OUTCOME

- An understanding about the importance of colour in fashion and culture
- Well informed about the importance of colour psychology and the psychological influence of colours
- Ability to incorporate the application of colours in various elements of design

COURSE DETAILS

Module 1

Colour, colour wheel, Primary Colours, Secondary Colours, Tertiary Colour

Introduction: poster paints, watercolours, colour pencils, Saturation of colours (tint, tone, shade ,mute)

12 Hours

Module 2

Colour theory- Prang colour system & Munsell Colour Dimensions, Colour properties - Hue, Value and Chroma

12 Hours

Module 3

Colour temperature, Colour harmony/scheme – monochromatic colour scheme, achromatic colour scheme, complementary colour scheme

12 Hours

Course Evaluation

After the completion of all the modules, the students shall be given an assignment on COLOUR STUDIES. A student has to secure a minimum of D grade and above to pass the examination. The total weightage of the exam will be 30.

Grading Pattern

90% above: A+, 70-89%: A, 60-70%: B, 50-60% :C, 40-50%: D, Below 40: E

Reading materials:

- Color Theory: An Essential Guide to Color-from Basic Principles to Practical Applications, Book by Patti Mollica, published:2013
- Theory of Colours, book by Johann Wolfgang von Goethe, Published:1810

Ms. Rilji N Rajiv
Course Coordinator

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Department of Business Economics

Curriculum

Certificate Course in Health Economics

Course Coordinator: Dr.Sachin Pavithran AP **Academic Year: 2020-21**

Course Description

The importance of health in improving well-being is reflected in their inclusion among millennium development goals adopted by UN member State. Which include among other States, achieving universal primary education, reducing child mortality and combating diseases. The course provides micro economic frame work to analyse, among other things, individual choice in the demand for health government intervention and aspects of inequality and discrimination in the health sector. It gives an overview of health and education in India.

Course Objective

This course intends to enhance students' existing set of health economics skills and encourage networking among fellow students. The course provides the students with the ability to understand the implications of market and government failures in the context of health care.

Learning Outcomes

1. Students will know the core areas of Health Economics.
2. Students will be able to integrate knowledge and understanding of Economic theory for independent analysis of different problems of the health and education sector.
3. Students will be able to understand the current status of the health sector and can suggest remedial measures to improve the same.

Teaching Method

The classes are held on an hourly basis and will consist of lectures/presentations/videos and group discussions.

Course Duration: 40 hours (Minimum 30 hours of attendance is mandatory)

Evaluation Method: Total marks 50: Viva voce-30 Marks and Assignment 20 Marks.

Certificates duly signed by the authority concerned will be issued to the students after the course. Certificates will be issued to those students who have attended the viva voce examination and submitted the assignments.

Semester/Class in Which the Course is to Be Taught: First Year BA Economics (2020-21)

Course Summary: 4 Modules having a duration of 40 hours.

Course Details:

Module 1

Health and education outcomes and their relationship with economic development, their importance in poverty alleviation, social development and human development, evaluation and conceptual foundation -methodology for building HDI and other related measures.

Module 2

Micro foundation of health economics, Demand for health and its determinants, Uncertainty and health insurance market, insurance mechanism and market failures and rationale for public intervention and inequality burden of disease., access to health care, various health care programs including Ayushman Bharath.

Module 3

Health system and health outcome, Health care financing and Social security measures for health and nutrition in India. Different terminologies used in the health sector. Total health care spending as a proportion to GDP. Drawbacks of Indian health care system, various measures to improve it.

Module 4

Government involvement in the healthcare market, Public Good, Externalities, Tax Policy, Public Health Policy.

References

William Jack: Principles of Health Economics for Developing Countries.

Donaldson, C. and Gerard, K., Economics of Health Care Financing, Macmillan Press

Phillips, C., Health Economics: An Introduction for Health Professionals, Blackwell Publishers.

World Development Report, Investing in India.

Dr.Sachin Pavithran

Course coordinator

Dr. Sr. Shiny George

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Department of Business Economics

Curriculum

Certificate Course in Urban Economics

Course Coordinator: Dr. Nimisha C Nair **Academic Year: 2020-21**

Course Description

This course explores the nature and development of urban areas, beginning with an examination of the theory of why cities grow and how individuals and firms choose their locations, before covering patterns of land use, suburbanization, transportation, education, crime, and housing and their influence on the growth of cities.

Course Objective

The objectives of this course are for students to gain an understanding of:

- The economic advantage of cities.
- The policy goals and market inefficiencies which underlie public investment strategies.
- The regulatory contexts for private investment.
- Principles and practices of urban redevelopment, economic development and financing districts.

Learning Outcomes

By the end of this course students will be able to:

- Understand and apply the key concepts of urbanization, agglomeration and other core urban economics principles associated with the growth and decline of cities and systems of cities
- Construct and appreciate the monocentric model of residential and other land uses.
- Critique the monocentric model and extend its applications to polycentric and wider metropolitan contexts.

Teaching Method

The classes are held on an hourly basis and will consist of lectures/presentations/videos and group discussions.

Course Duration: 40 hours (Minimum 30 hours of attendance is mandatory)

Evaluation Method: Total marks 50: Viva voce-30 Marks and Assignment 20 Marks.

Certificates duly signed by the authority concerned will be issued to the students after the course. Certificates will be issued to those students who have attended the viva voce examination and submitted the assignments.

Semester/Class in Which the Course is to Be Taught: Second Year BA Economics (2020-21)

Course Summary: 4 Modules having a duration of 40 hours.

Course Details:

Module 1 Definition and Scope of Urban Economics -The Process of Urbanization-Definition of Urban Area-causes of urbanization- Models of Urban Development and Planning- The Urban Economy and Development Strategy -The Economics of Urban Growth - The Economics of Intra-urban Location Decisions- Residential and industrial locationsSemi urban areas- special townships-Features of Urbanization in Developing Countries.

Module 2 Types of local bodies and Governance- Cantonment Boards- Special Areas Improvement Trust: Functions, Problems and limitations- Slums Areas: Locations and Problems - slum development policy- Urban Poverty: Problems, Measures, and Policies- the Nature of Urban Poverty -The Causes of Poverty- Urban Crime and management

Module 3 Urbanization in India –Growth of Urban Population- Urban Development Policy in IndiaPolicies and Programmes under the Plans-Jawaharlal Nehru National Urban Renewal Mission (JNNURM).

Module 4 The importance of integrated land use, urban infrastructure and transportation, housing policy, urban problems such as congestion, and local government's important contribution to economic development.

References

1. O'Sullivan, A. (2002) Urban Economics, McGraw-Hill Irwin.
2.FredDure, The Urban Economy (London, Index Educational Publishers) 1971.
3.Todaro Michael P Internal Migration in Developing Countries a review of Theory evidence methodology & research priorities, ILO Geneva
4.Bidyut Mohanty (1993) Urbanization in Developing Countries Basic Services and Community Participation, Institute of Social Science, Concept Publishing House
5.Briance A and Ravinder Singh, (edited) (1995) Housing the Urban Poor, Policy and Practice in Developing Countries, Sage Publications (New Delhi).
6.Edward L. Glaeser, Cities, Agglomeration and Spatial Equilibrium.
7.Anas, Alex, Richard Arnott, and Kenneth A. Small, "Urban Spatial Structure," Journal of Economic Literature 36 (1998), 1426-1464.

Dr. Nimisha C Nair

Course coordinator

Dr. Sr. Shiny George

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Department of Commerce and Management

Curriculum for Certificate course on Tally 2020-21

This Course is aimed to provide knowledge on Tally and to acquire skills on professional accounting to the 3rd year students of BCom CA

Course Title	**Tally**
Course code	**BC/CA CC 004**
Course Objectives	• This course helps students to gain proficiency in using well-known accounting software, • Tally is an accounting package which is used for learning to maintain accounts.. • The course provides students with the skills required for entry-level jobs in the industry.
Course outcomes	1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9 2. It is very useful for any students to get placements in different offices as well as companies in accounts departments..

Syllabus:

Sl. No.	Course Content	Learning hours (36 Hours)	Mode of Delivery	Evaluation
Module 1 – Introduction to Accounting				
1	Basics of Accounting, Financial Accounting, Double Entry System, Accounting Equation.	3 Hours	LECTURING	Quiz
Module 2 - Basics of Tally				
2	Introduction to Tally, and Company Information	3 Hours	Lecturing	MCQ Test
3	Creating Groups, and Ledger Accounts	3Hours	Lecturing And Solving Practical Problems	Quiz
Module 3 - Vouching				

4	**Voucher Entry – Part I** Introduction to Voucher Screen of Tally, Save Voucher, Modify saved voucher, Print Voucher online, Payment Voucher, Receipt Voucher	4 Hours	Lecturing And Solving Practical Problems https://theinvestorsbook.com/vouching.html	Practical Test
5	**Voucher Entry – Part II** Concept of Purchase Returns or Returns Outwards, Concept of multiple Sales & Purchase Accounts, What is a Sales Voucher, What is a Purchase Voucher, What is a Debit Note, What is a Credit Note	4Hours	Lecturing And Solving Practical Problems	Practical Test
Module 4 - Adjustment Entries				
6	Closing Entries, and Adjustments	4 Hours	Lecturing And Solving Practical Problems	Test paper and assignment
7	Debit Note, Credit Note	4 Hours	Practical Problem Solving And Discussions.	Practical Test
8	Bank Reconciliation Statement	3 Hours	Practical Problem Solving And Discussions.	Test Paper
Module 5 – Report Preparation				
9	Account Reports Account Books, Cash Book(s), Bank Book(s), Sales Register, Purchase Register, Note Register, Credit Note Register Debit, Ledgers	5Hours	PRACTICAL PROBLEM SOLVING AND DISCUSSIONS.	Practical Test
10	Display, and Print Books / Reports	3 Hours	LECTURING	Test paper

Summative Evaluation:
A practical examination for a period of 2 hours will be conducted and will be valued with 5 point grading system

Ms Frankly Joseph
Course coordinator

Dr. Sr Shiny George
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Department of Commerce & Management

Curriculum for Certificate Course on Interview Skills

2020-21

Course Title	Interview Skills
Course Code	BC/BB CC 003
Course Objectives	• Help the students get a job faster by improving their job search skills • To make use of the best practices to succeed in job, placement, and university interviews. • To analyze a company or institution and find out what skills and attributes recruiters are seeking. • Identify what types of questions might be asked during an interview and how to answer them.
Course Outcomes	At the end of the course, students will be able to : • Experience a boost in job search skills and this will help them to find a job faster • Showcase a better performance in interviews • Identify the skills and attributes that recruiters are looking while looking for candidates • Determine the types of questions likely to be asked during an interview and how to respond

Sl. No.	Course Content	Learning hours (36 hours)	Mode of Delivery	Evaluation Method
1	**Session 1: Preparing for interviews** • Dealing with nerves • Making your research count.	12 hours	Lecturing and discussion	• Resume preparation • LinkedIn Profile registration

	• Anticipating key questions • Resume/ CV preparation • What to carry for the interview? • What to wear			
2	**Session 2: Dealing with Interviews** • Create a positive first impression • Answering traditional interview questions • Getting to grips with the interview question • Proving you are right for the job • Answering the salary question • Excellent questions to ask to the interviewer	16 hours	Lecturing and discussion	Video preparation on self introduction
3	**Session 3: Handling different types of interview** • Successful telephone and video interviews • Giving presentations • Leaving a positive impression.	8 hours	Lecturing and group activity	Mock interview

SUMMATIVE EVALUATION:-

A practical examination for a period of 2 hours will be conducted and will be valued at a 5 point grading system.

Mr.Tinto Anil
Course coordinator

Dr. Sr. Shiny George
Principal